

THE CITY OF DAPHNE PLANNING DEPARTMENT
SCHEDULE OF SUBMITTAL DEADLINES
(Regular Meeting held on the 4th Thursday of each month)

ARTICLE XXXIV
THE SCHEDULE OF FEES

34-1 SCHEDULE OF FEES. The schedule of fees assessed by the City of Daphne with regard to the administration of the Land Use and Development Ordinance fees for Planning Commission submittals:

<u>DESCRIPTION</u>	<u>FEE</u>
Site Plan	\$200.00
<u>Preliminary and Preliminary/Final Plat File</u>	<u>\$150.00</u>
<u>Per Lot</u>	<u>\$10.00</u>
<u>Amendments</u>	<u>\$50.00</u>
Final Plat File	\$100.00
Per Lot	\$10.00
Request to Rezone Advertisement fee	\$300.00 \$4.75 per letter
Easement and/or Right of Way Advertisement fee	\$100.00 \$4.75 per letter
Annexation	No Fee

SITE PLAN REVIEW, PRELIMINARY, PRELIM/FINAL PLATS, FINAL PLATS, VACATION OF EASEMENT/RIGHT-OF-WAY, ZONING AMENDMENT, AND ANNEXATION.

30 DAYS PRIOR TO THE REGULAR MEETING, PER THE CITY OF DAPHNE LAND USE & DEVELOPMENT ORDINANCE).

... SUPPLEMENTAL SUBMITTAL INFORMATION . . .

Applications to be considered by the City of Daphne Planning Department shall be accompanied by the appropriate documents as outlined on the supplemental list(s) attached.

1. Submit set to the Community Development Department, as well as, distribute:
 - a. (1) complete set to Chip Martin, Fire Marshal, 1705 Main Street, 621-2815 (Requires an electronic record on CD in a pdf format, present 7:00 a.m. to 4:00 p.m., or email at chipmartin@bellsouth.net.
 - b. (1) complete set to the Utilities Board of the City of Daphne, 900 Daphne Avenue, Attn: Rob McElroy, General Manager, 626-2628, present 7:30 a.m. to 4:30 p.m.

Upon review and staff approval:

2. (12) 11 X 17 of each plan sheet for the Commission presentation.
3. (1) 8 ½ X 11 reduction of each plan sheet.
4. Requires a CD in a power point compatible format, present 8:00 a.m. to 5:00 p.m., or email at nananderson@bellsouth.net.

CITY OF DAPHNE
PLANNING DEPARTMENT
APPLICATION FOR PRELIMINARY SUBDIVISION PLAT REVIEW

Application Number: _____ Date Plat Submitted: _____

Date Presented: _____

Name of Subdivision: _____

Name of Owner: _____

Address: _____ Telephone # _____
(Street or P.O. Box) (City) (State) (Zip Code)

Name of Authorized Agent, if other than owner _____

Address: _____ Telephone # _____
(Street or P.O. Box) (City) (State) (Zip Code)

Name of Land Surveyor: _____ Telephone # _____

Alabama Registration Number: _____

If new streets or other improvements are required:

Design Engineer's Name: _____

Address: _____ Telephone # _____
(Street or P.O. Box) (City) (State) (Zip Code)

Alabama Registration Number: _____

Subdivision Location: _____

Total Acreage: _____ # of Lots (Units): _____ Average Lot Size: _____

Water Source: _____ Sewer Source: _____

Description of proposed subdivision in SEC____, TWP____, RANGE____, MAP BOOK____, PAGE____, DATED____, or SLIDE NO. _____. Is staged development proposed? _____
If YES, a master plan is required, sufficient in scope and detail to substantially reflect the FINAL and complete development. Is the subject property within the corporate limits? _____ If NO, is it contiguous? _____ If YES, is annexation proposed? _____ Is the subject property within the five mile planning jurisdiction of the City of Daphne? _____

SIGNATURE OF APPLICANT or AUTHORIZED REPRESENTATIVE

**CITY OF DAPHNE
PLANNING DEPARTMENT
PRELIMINARY PLAT REVIEW CHECKLIST
ARTICLE XVII**

An application for Preliminary Plat Review shall include the following information, unless said requirement(s) is waived by the Director of Planning/Zoning.

Additional information may be required, if it is considered to be necessary for the full and proper consideration of the Planning Commission.

1. () Name and address of owner of record and subdivider.
2. () Name and registration number of surveyor and engineer.
3. () Proposed name of subdivision and its acreage.
4. () North Point, graphic scale of not less than 1" = 100', and date.
5. () Vicinity map showing location.
6. () Names and addresses of owners of record of adjoining land with approximate acreage.
7. () Block letters and lot numbers.
8. () Indication of zoning district, if such exist. Indicate the proposed use of all land within the subdivision in the site data, as well as, on the plat and any restrictions on the lots.
9. () Exact boundary lines of the tract by bearings and distance, also bearings and distance to the nearest established street lines or official monuments, location of concrete monuments, section corner accurately tied to the lines of the subdivision by distances and bearings to an adjacent plat which is tied to a section corner.
10. () Proposed subdivision layout using contours of vertical intervals of not more than five (5) feet. Layout to include streets, alleys and easements with both dimensions and proposed street names, lot lines with dimensions to the nearest one-hundredth (1/100) foot and bearings to the nearest second.

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PRELIMINARY PLAT REVIEW CHECKLIST
ARTICLE XVII

11. () Typical street cross-sections and center-line profiles.
12. () Existing streets, utilities, and easements on and adjacent to the tract including the size and width of each.
13. () Proposed location of drainage facilities, as well as, the easements for such facilities.
14. () Proposed location of land dedicated on the plat for common areas and detention ponds for all subdivisions. Note regarding ownership and maintenance.
15. () Provision for recreational area for a subdivision of five (5) or more acres.
16. () Proposed utility layouts for (sewer, water, gas, and electricity) including pipe sizes, the location of valves and fire hydrants, and showing feasible connections where possible to existing utility systems. (Utility Sheet shall be a separate sheet).
17. () Note stating: For the location of all utilities see construction plans.
18. () ~~Note stating: In accordance with Ordinance No. 2003-10, all applicable provisions of the City of Daphne Outdoor Lighting Ordinance shall be adhered to. (Repealed Ordinance No. 2003-31).~~
19. () Minimum building setback line note, as well as, indicated on plat.
20. () Location of streams, lakes and swamps and land subject to flooding as determined from past history of flooding, and as delineated by the U.S.G.S. or U.S. Corps of Engineers.
21. () Soils in the area to be subdivided at a scale equal to that of the Preliminary Plat, except when sanitary sewer is installed.
22. () Certifications showing the following:
 - a. Surveyor's attest to the accuracy of the survey.
 - b. Notarized proof of ownership of the land.

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PRELIMINARY PLAT REVIEW CHECKLIST
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- c. Compliance with applicable Board of Health Codes and Ordinances. (Certification is not necessary when sanitary sewer is installed).
 - d. Space on the Plat for approval of the City of Daphne Planning Commission.
 - e. Engineer's certification that all improvements have been installed in accordance with the requirements of the Subdivision Regulations or that a bond in sufficient amount (150%) to assure the proper installation of such improvements has been accepted by the City of Daphne.
 - f. Public Works Director for the City of Daphne certification stating that all improvements have been installed in accordance with the Land Use and Development Ordinance, (not applicable if located in the County).
 - g. Director of Community Development for the City of Daphne certification stating that the plat & plans have been reviewed in accordance with the Land Use and Development Ordinance, (not applicable if located in the County).
 - h. Utilities Board for _____ certification stating that the utility improvements have been installed in accordance with the minimum standards of the Utilities Board.
 - i. Certification indicating flood zone, if applicable.
 - j. Appropriate block for the Authorization of recording of said Plat by the Judge of Probate.
 - k. County Engineer certification, if applicable.
23. () Inscription stating Preliminary Plat, NOT FOR FINAL RECORDING.
24. () Note stating that sidewalks will be installed at the time of residential construction.
25. () Construction Best Management Practices Plan (CBMPP). Said plan shall be placed on 11 x 17 plan sheets and accompany plans at time of submittal.

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PRELIMINARY PLAT REVIEW CHECKLIST
ARTICLE XVII

26. () Landscape and Irrigation Plan.

Drawing By: _____

Certified By: _____
(Signature of Project Manager)

Revised: March 18, 2004

**THE CITY OF DAPHNE
PLANNING DEPARTMENT SUPPLEMENTAL LIST
(PRELIMINARY PLAT)**

The following list of supplemental information shall accompany the plan(s) at time of submittal with a transmittal letter outlining the documentation to be reviewed, as follows:

- ___ 1. Preliminary Plat Application
- ___ 2. Adjacent property owner's list with a header stating the name of the subdivision and adjacent property owner's list. Attach three (3) sets of mailing labels for each of the property owner outlined on the list.
- ___ 3. Certification of Property Owners Notification List
- ___ 4. Check - cost of the preliminary plat, \$150 plus \$10 per lot
- ___ 5. A checklist with the appropriate item marked and the signature of the project manager
- ___ 6. A recorded warranty deed of the subject property (proof of ownership of the property)
- ___ 7. A letter of authorization (authorization of the agent/representative to act on the owner's behalf)
- ___ 8. Utility letter from the water and sewer authority (if the subject property is located in the extraterritorial jurisdiction, letters must be obtained from the water, sewer, telephone, and utility authorities)
- ___ 9. A letter of receipt from Greg Smith, Planning Engineer, Baldwin County upon submittal of plan
- ___ 10. Drainage calculations
- ___ 11. Copy of application for NPDES General Permit of Intent (ADEM)
- ___ 12. *(1) 24 x 36 copy of subdivision plat
- ___ 13. *(1) 24 x 36 copy of construction plans
- ___ 14. *(1) 24 x 36 copy of master plan, if the project is to be constructed as a phased development a master plan is required, sufficient in scope and detail to substantially reflect the final and complete development
- ___ 15. *(1) 24 x 36 copy of landscape and irrigation plans
- ___ 16. Construction Best Management Practices Plan (CBMPP)
Said plan shall be placed on 11 x 17 plan sheets and accompany plans at time of submittal

* If the subdivision is located within the corporate limits, a copy of the plans, electronic pdf format, shall be submitted to Chip Martin, Fire Marshal, 1705 Main Street, and a copy of the plans shall be submitted to Stan Clayton, the Deputy Director Utilities Board of the City of Daphne, 900 Daphne Avenue. If the subdivision is located within the extraterritorial jurisdiction a copy of the plans and all supplemental information shall be delivered to Greg Smith, Planning Engineer, Baldwin County.

Drawing by: _____

Certified by: _____
Project Manager

Received by: _____
Director of Community Development or Planning Coordinator

**CITY OF DAPHNE
PLANNING DEPARTMENT**

CERTIFICATION OF PROPERTY OWNER NOTIFICATION LIST

Public hearings for zoning amendments, vacation of easements and/or rights of way, and subdivisions as provided for in the Code of Alabama, 1975, (as amended), require notification to adjacent property owners. The list of names and addresses shall be a current listing obtained for the records available in the Baldwin County Revenue and/or Probate Office.

We, the owner of subject property and project engineer, do hereby certify that the attached adjacent property owners' list was obtained from the Baldwin County Revenue and/or Probate Office and is to the best of our knowledge is a current list of all real property owners adjacent to the subject property.

Project Engineer Name

Registration Number

Project Engineer Signature

Date

Owner or Authorized Agent Name

Owner or Authorized Agent Signature

Date

cc: William H. Eady, Sr., Director of Community Development

To: Engineers, Architects, and Related Personnel
From: William H. Eady, Sr., *Director of Planning/Zoning*
Subject: Construction Best Management Practices Plan
Date: February 10, 2003



MEMORANDUM

Beginning with the March 2003 Planning Commission submittal date on February 27, 2003 and for all future submittals, the City of Daphne will require a Construction Best Management Practices Plan (CBMPP) be submitted as a separate plan with all subdivision and site plan submittals in accordance with the Alabama Department of Environmental Management, Field Operation Division-Water Quality Program Chapter 335-6-12.21 entitled CBMPP's, other plans, specifications, BMP's, and technical requirements.

This plan shall be required for all projects located within the corporate limits and extraterritorial planning jurisdiction regardless of the size of the development.

The Alabama Handbook BMP document and other information regarding the Qualified Credentialed Inspection Program (QCIP) are available upon request or can be viewed/downloaded upon request on the ADEM web page at www.adem.state.al.us/FieldOps/Permitting/Construction/Construction.htm.

Thank you for your assistance in this matter. Should you have any questions or comments in this regard, please do not hesitate to contact the undersigned.

WHE/jd

cc: E. Harry Brown, Mayor
Ken Eslava, Public Works Director

From the Office of

The City of Daphne
Planning Department
William H. Eady, Sr.
Director of Planning/Zoning
P. O. Box 400
Daphne, Alabama 36526
334-621-3184

January 9, 2005

City of Daphne
Planning Commission
P.O. Box 400
Daphne, AL 36526

Re: Mandatory Placement of Natural Gas Mains – New Developments

The City of Daphne Land Use and Development Ordinance No. 2002-22 dictates that natural gas lines shall be installed by the developer. Section 11-13 (a) states as follows:

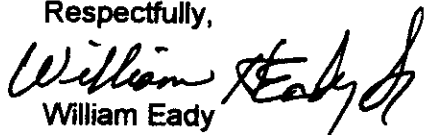
“(a) Utility Placement: Water, sewer, gas, electric power, telephone, cable TV, and other utility lines shall be installed underground by the developer and/or owner in all new residential, commercial, or industrial developments, expansions and/or renovations of existing said developments shall be connected to a central distribution system, unless for good reason other than cost, the Planning Commission approves a modification or waiver of this requirement in part or in whole, or if a special condition requires otherwise.”

As of April 1, 2006, future submittals for new residential and commercial developments, inside the Daphne planning jurisdiction, shall include natural gas mains for connection to the central distribution system. This will provide customers the capability of obtaining natural gas for their homes at the time of construction or at a future time. The installation of natural gas mains during the construction of the development will allow the integrity of streets and drainage to be maintained and provide this desired service to customers.

The extension of the central distribution center will be evaluated by Daphne Utilities and will be made available to the development based on a cost analysis. An aide to construction fee may be required to extend the main to the development if the natural gas load does not justify the extension.

The utility provider can be contacted to review the installation requirements, the availability of the distribution system for the site, and the natural gas load that the development will need. Please contact me if there are any questions regarding the installation of natural gas mains as a requirement of the City of Daphne Land Use and Development Ordinance.

Respectfully,



William Eady
Community Development Director